

## TOWN OF NEWINGTON

**TITLE:** Town Planner – Director of Planning and Development

**GRADE:** A-11

**DEPARTMENT** Town Planner

**COUNCIL ADOPTED:** 1-24-12

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### POSITION DESCRIPTION

Under the direction from the Town Manager, responsible for providing professional planning and administrative services in directing the Town's planning and development activities. Works closely with the Town Manager, Development Commission, Town Council, Town Planning and Zoning Commission, and private developers. Supervises the Zoning Enforcement Officer.

### ESSENTIAL JOB FUNCTIONS

- Coordinates the activities of the Town Planning and Zoning Commission and the Zoning Board of Appeals, of various consultants, and of independent developers.
- Prepares agendas and legal notices.
- Provides information, advice, and recommendations for the development of Town policies and actions on land use and growth.
- Coordinates Town planning activities with various federal and state agencies, other towns, community groups, and other departments of the Town.
- Gathers and analyzes information about population, land use, economic and environmental conditions, physical features and other information about the Town.
- Administers the zoning and subdivision ordinances.
- Reviews proposed zoning changes and subdivision plans.
- Serves as the Town's delegated local traffic authority.
- Provides technical assistance to the Town Planning and Zoning Commission, Zoning Board of Appeals, the Town Manager, and the Town Council.
- Designs land use and landscape plans.
- Prepares annual planning budget and administers the approved budget in accordance with fiscal policies.
- Researches, prepares, and administers state and federal grant projects for both economic development, open space and conservation of resources.
- Sets priorities in organizing work assignments.
- Participates in the near term and long range economic policy planning of the community.
- Develops and maintains an inventory of community resources including: industrially zoned land, public infrastructure information, social, cultural, and educational advantages, and related demographic information.
- Prepares, coordinates, and promotes an overall economic development program for the sale and development of lots in the town's industrial parks. Works with potential buyers, developers, attorney's, and real estate brokers to facilitate this process.
- Advises prospective developers on compliance with town development regulations, such as obtaining necessary zoning, building, and other required permits.
- Provides leadership for the active participation of business and community residents in presenting the town to visitors.
- Reports regularly to the Town Manger, Planning and Zoning Commission, and the Conservation Commission.
- Prepares narrative and statistical reports of some complexity for the Town Manager, and the Development Commission upon request.
- Reports work accomplished to the Town Manager.

### ADDITIONAL JOB FUNCTIONS

- Performs related tasks as required

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the principles, practices, and techniques of community planning.
- Considerable knowledge of the principles, practices, and techniques of planning and public administration.

- Considerable knowledge of planning law, zoning administration, subdivision regulation, planning graphics and mapping, including GIS.
- Some skill in landscape and site planning.
- Ability to communicate effectively, orally, and in writing.
- Ability to establish and maintain effective working relationships with Town officials, governmental agencies, the general public, citizen commissions, and the business community.
- Knowledge of grant writing and project management.
- Good understanding of the roles of banks, real estate brokers, attorneys, and development agencies in the marketing and sale of lots.
- Working knowledge of real estate economics.
- Familiarity with currently applicable resources for development financing.
- Ability to work effectively with town agencies, contractors, and developers.
- Ability to obtain and understand information on state economic development programs.
- Ability to effectively assist developers in undergoing the approval process of the different town agencies.
- Ability to understand development regulations.
- Ability to properly prepare and administer the assigned budgets.

## **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

(The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to distinguish between public and confidential information and handle appropriately.
- Works in office setting subject to continuous interruptions.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to sit/ remain/ stand continuously for prolonged periods of time.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.
- Ability to get into and out of an automobile.
- Ability to work independently
- Ability to participate in numerous extended night meetings during the year.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually moderate.
- The employee must occasionally lift and/ or move up to twenty five (25) pounds.

## **REQUIRED MINIMUM QUALIFICATIONS**

The skills and knowledge required would generally be acquired with:

- A Master's Degree from a recognized college or university in city planning, economics, business administration, public administration or a related field; plus
- Five years experience in city planning; or
- A Bachelor's Degree in planning or a related field, plus
- Seven years of experience in city planning; or
- any combination of training and experience which provides a demonstrated ability to perform the duties of the position.
- Must be a member of AICP.

## **LICENSE OR CERTIFICATE**

Valid Connecticut Motor Vehicle License

*Note: The above is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.*

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

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Employee

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Date

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Supervisor

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Date